

**COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**  
**2009 Legislative Session**

Legislative Day # 3

**BILL NO. 2009-02**

**Introduced by:** County Commissioners of Charles County, Maryland

ALTERNATIVE WORK SCHEDULE – PILOT PROGRAM

**Date Introduced:** 03/11/2009

**Public Hearing:** 03/31/2009 at 5:00 p.m.

**Commissioners Action:** 05/06/09 Fail

**Commissioners Votes:** WC: N, EP: N, RC: A, SG: N, GH: N

**Pass/Fail:** Fail

**Effective Date:** N/A

**Remarks:**

---

---

---

**COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

**2009 Legislative Session**

Bill No. 2009-02

---

Chapter No. 197, County Code

Introduced by : Charles County Commissioners

---

Date of Introduction March 11, 2009

---

**BILL**

AN ACT concerning

Alternative Work Schedule - Pilot Program

FOR the purpose of: Responding to decreased revenue projections and budget shortfall projections in FY 10 by instituting a temporary pilot program to alter the business hours of County government and reduce employee work hours by one and a half hours each week which will result in a cost savings of \$1,491,453.00 for FY 10; balancing the County's budget while continuing to be a model employer of qualified people, conserving energy for taxpayers and employees and providing the public with extended hours of access to government services; generally adjusting Government business hours from five 8.5 hour days a week to four 9.5 hour days a week; expanding overall access to government services for the citizens of Charles County by opening County agencies for business from 7:30 a.m. until 5:00 p.m., Monday through Thursday, which will provide one and half additional business hours each day; ensuring that certain essential government services, such as those within emergency services continue providing daily service to the public; continuing to be a model County for "green initiatives" by reducing the County's carbon footprint; increasing energy efficiency by closing County offices on Fridays; protecting natural resources and reducing water consumption by Closing offices on

Fridays; reducing County employees weekly commutes, saving the cost of one round trip per week in fuel or other transportation costs which in turn preserves natural resources; enhancing the County's ability to recruit and retain qualified employees; improving the quality of life for the employees of Charles County by providing a regular three-day weekend which will allow employees to enjoy the quality of life Charles County is known for.

BY repealing and reenacting, with amendments:

Chapter 197 of the Charles County Code

**SECTION 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, that**

- (1) Except as otherwise provided herein, the provisions of Chapter 197 of the Charles County Code, entitled "Personnel Regulations" be, and hereby is, repealed as obsolete and supplemented by the provisions of the Charles County Personnel Policy and Procedures Manual as adopted by the County Commissioners on December 4, 2007.
- (2) A temporary pilot program be implemented to alter County business hours and change County employee work schedules beginning on July 1, 2009 and ending June 30, 2011.
- (3) The County Administrator is authorized to oversee and implement the pilot program and to establish any reasonable rules and regulations;
- (4) General office hours of County agencies and offices are to be modified to Monday through Thursday, 7:30 a.m. until 5:00 p.m., except for essential services which need to continue current hours of operation;
- (5) That, effective July 1, 2009 and ending June 30, 2011, the Charles County Personnel Policy and Procedures Manual which was adopted by the County Commissioners on December 4, 2007 be amended as set forth in the document entitled "Charles County Government Personnel Policy and Procedures Manual Addendum #1," a copy of which is attached hereto and incorporated by reference;
- (6) On July 1, 2011, employees will be returned to work hours and pay commiserate

to that existing as of June 30, 2009.

- (7) That the Department of Human Resources coordinate meetings with County employees to address any concerns this change may have;
- (8) The Department of Public Facilities is directed to ensure optimal use of building mechanical and lighting systems by implementing a plan that monitors monthly energy usage and targets systems to support only the occupied zones in partially used buildings; and
- (9) That the Department of Human Resources, The Department of Fiscal and Administrative Services and the Department of Public Facilities gather data necessary to determine the effectiveness of this energy and cost saving initiative and report back to the County Commissioners.

**SECTION 2.** BE IT FURTHER ENACTED, that this Act shall take effect July 1, 2009.